

# STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

## INVITES APPLICATIONS FOR DIRECTOR, DIVISION OF EDUCATION, VOCATIONS, AND OFFENDER PROGRAMS

## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY  
\$8,611 – \$9,314

FINAL FILING DATE  
OCTOBER 19, 2005

*On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to [www.lhc.ca.gov/lhc.html](http://www.lhc.ca.gov/lhc.html) and refer to the section entitled Governor's Reorganization Plans.*

**VISION STATEMENT:** *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

**MISSION STATEMENT:** *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

Under the administrative direction of the Chief Deputy Secretary, Adult Programs, the Director, Division of Education, Vocations, and Offender Programs, is responsible for the overall management and operations of the Department's academic and vocational education, recreation/physical education, handicrafts/arts and crafts, pre-release education, apprenticeship, literacy, and libraries. The duties

encompassed within this function contribute significantly to the Department's primary mission by providing a range of services directed toward the reduction of criminal behavior by persons who have been committed to the Department.

Typical duties include:

- With oversight and guidance from the Chief Deputy Secretary, Adult Programs, formulate and implement departmental policies as they relate to educational, vocational, recreational, behavioral, and faith-based programs for adult inmates and parolees.
- As a member of the Chief Deputy Secretary's management team, collaborates with the Director, Division of Community Partnerships, and the Director, Division of Correctional Health Care Services, on policy issues related to adult correctional programming and budget priorities; coordinates with the Secretary's Office, the Department's Assistant Secretaries, and management staff within Adult Operations on the delivery of education, vocation, and offender services; advises the Chief Deputy Secretary, Adult Programs, and other departmental management staff on education, vocation, and offender program policy matters, legislative related measures, and litigation issues affecting the delivery of adult correctional programs.
- Represents the Department before the Legislative and Executive Branches of government on policy and budgetary matters that affect programs for adult offenders. May act for the Chief Deputy Secretary, Adult Programs, in his/her absence.

### **MINIMUM QUALIFICATIONS**

- Knowledge of global educational, vocational and recreational operations of adult correctional institutions
- Knowledge of and experience in adult prison management
- Knowledge of and experience in interfacing multifaceted programs
- Demonstrated experience communicating effectively both orally and in writing
- Knowledge of the operational functions within an adult correctional institution
- Extensive experience in public administration, personnel management, and leadership
- Extensive budgetary and fiscal operations experience

### **ADDITIONAL QUALIFICATIONS**

Candidates must have a thorough working knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections. Candidates should have general knowledge of community organizations, including faith-based organizations, and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about the delivery of education, vocational training, and budgetary affairs within a correctional institution. Must be able to communicate ideas logically and clearly, both orally and in writing, and should be a leader and motivator, using tact and persuasiveness in achieving results. Must also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Possession of a valid school administration credential and valid teaching credential issued under the authority of the Commission on Teacher Credentialing.
- Knowledge of principles, practices, methods and procedures of school organization and administration as it relates to the adult correctional system.

- Administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing, with other state, federal and local agencies on matters related to administering an educational program.
- Knowledge of policy development, educational grants, fiscal management, and budgetary processes associated with the administration of a large educational program.
- Experience in personnel management and leadership skills, which demonstrates the ability to motivate staff, and manage large groups; knowledge of the Department's mission, vision, and equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

### **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

### **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

### **THE DEPARTMENT**

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

### **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all applications and resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Education, Vocations and Offender Programs serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

### **HOW TO APPLY**

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a copy of the application along with a resume of qualifications and experience, and three professional references (names and telephone

numbers) to Xina Bolden, Executive Recruitment and Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Suite 108N Sacramento, California 95814 by October 19, 2005. Resumes of qualifications submitted without a copy of the Governor's application will not be considered. Applications postmarked, personally delivered or received via interoffice mail after October 19, 2005 will not be accepted for any reason. To learn more about the Department of Corrections and Rehabilitation, please log onto [www.cdcr.ca.gov](http://www.cdcr.ca.gov). or call Xina Bolden at (916) 327-8028.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.governor.ca.gov](http://www.governor.ca.gov) or <http://appointments.ca.gov/en/form/index.php>